



**Bledsoe County
Correctional Complex**

1045 Horsehead Road
Pikeville, TN 37367
(423) 881-3251

**VISITATION HANDBOOK
2016**

INTRODUCTION

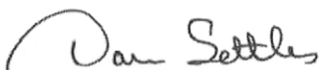
Welcome to Bledsoe County Correctional Complex

The Administration recognizes the importance of visits to both the inmates with whose care we are charged and to their families. We will make every effort to make your visit a pleasant one.

In an adult correctional facility certain guidelines are a necessity to assure the proper atmosphere for your visit and to assure the safety and security of the institution. The Visitor's Handbook will outline those guidelines. If you have questions about any part of the Visitor's Handbook, please ask one of the visitation staff.

We trust your visit will be a pleasant one.

Darren Settles, Warden
Bert Boyd, Associate Warden of Security
Brett Cobble, Associate Warden of Treatment
Shannon Green, Associate Warden – Women's Complex
Jonathan Higdon, Chief of Security



Darren Settles, Warden

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General Visitation Rules

1. A person legally authorized to possess a firearm may transport and safely store a firearm or ammunition in a locked motor vehicle or locked container securely attached to the vehicle while on or utilizing the designated facility parking area. The firearm/ ammunition shall be kept out of ordinary observation. Introduction of contraband or failure to secure your authorized firearm(s)/ammunition could cause your visiting privileges to be suspended.
2. Inmates shall be responsible for ensuring that their visit is conducted in an orderly manner in compliance with the rules and regulations set forth by the Tennessee Department of Correction (TDOC) and the institution. Failure to follow visitation rules may result in disciplinary action, suspension of visiting privileges, or both.
3. Trash cans are provided throughout the visitation gallery. It is the responsibility of the visitor and/or inmates to clean up their own trash.
4. Visitors shall not be allowed to deliver packages, correspondence, pictures or printed material to inmates. All such items must be mailed.
5. Inmates will not be allowed to send anything out of the visiting area with visitor unless preapproved. Written permission must be presented to the checkpoint officer when leaving visitation.
6. Drinks and chips can be purchased from the visitation vending machines (see Debit cards on page __) and may not be brought in by the visitor.

7. All items entering the institution will be searched. See searches on page 8.

VISITATION SCHEDULE

The visiting schedule for Bledsoe County Correctional Complex is as follows:

- ❖ 8:00 a.m. – 3:00 p.m. on Saturday, Sunday, and designated state holidays. (**see below)
- ❖ 6:00 p.m. – 8:00 p.m. Wednesday evening (by appointment only)
- ❖ Visitation processing will stop from 10A.M. – 11A.M. for institutional count, and processing will stop at 2P.M. for end of day.

****State Holidays visitation days:** New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. (Additional visitation days for Thanksgiving and Christmas will be announced by the Commissioner before the holiday season.

1. Visits are limited to a minimum of two hours, except for Classification inmates who are only allowed a one-hour visit. Four adults plus children are permitted to visit. If space becomes an issue, visits may be terminated on a first-come, first-to-leave basis; exceptions will be made for visitors who have traveled over 200 miles and who visit infrequently.
2. Wednesday evening visitation is limited to visitors who are unable to come on the weekend and must be scheduled no

later than 12:00 p.m. on Tuesday. Verification must be provided as to why you cannot visit on weekends, i.e., under a doctor's care, have to work both Saturday and Sunday, etc.

PROPER IDENTIFICATION

Visitor must register upon entering the institution at checkpoint. Visitors must sign into the visitor logbook. (License plate number is required when signing logbook.) All visitors, regardless of age, must show current and valid identification before being allowed to visit. All identification for persons 16 and older must be a state or government-issued photo ID and must be current. Exceptions for no photo on a state ID will be made for senior citizens only.

1. Acceptable identification includes:

- ❖ A current driver's license
- ❖ A government or military ID
- ❖ Birth certificate and/or marriage license (for minors and/or proof of relationship only. Cannot be used in place of valid photo id.)
- ❖ School identification cards (minors only, birth certificate will still be required).

Social security cards or expired driver's license are not considered acceptable identification.

APPLICATION PROCESS

1. All visitors, regardless of age, must have an approved Visitation Application (CR-2152) with current photo and any necessary documentation (notary form, birth certificate, marriage license, etc.) on file before they can be admitted into the visitation area. It can take up to 30 days for an application to be processed.



All sections of the CR-2152 shall be completed. A driver's license number or state ID number is required.) If any falsification of the visitation form occurs by a visitor applicant, the visitor applicant shall not be allowed to resubmit a visitor application (CR-2152) for a minimum of six months.

2. Approval of visitors shall be at the Warden's discretion, in accordance with the following guidelines:
 - a. All immediate family members who apply and eight (8) additional adults may be approved to visit an inmate upon receipt of a Visitor Application (CR-2152). Classification inmates and Maximum Security inmate may visit with immediate family only.
 - b. Four adults plus children are permitted to visit an inmate at one time.
 - c. All applications must be updated every two years with current photo and any necessary documentation. When a visitor comes to visit and it is discovered that his/her application is over two years old, they will be informed that they have 30 days to update their application or their visits will be denied.
 - d. Children under 18 years of age may visit; however a CR-2152 with recent photograph must be on file along with a completed and notarized Parental Consent/Release form (CR-2152 page 2). Children under the age of five (5) no picture is required on visitation application. A Parental Consent/Release form gives permission from the custodial parent or legal guardian to have the child brought in by an escort who may bring the minor child in to visit as long as they themselves are on the inmate's approved

visitation list. A parental Consent/Release form also gives visitation staff permission to search the minor child. Although identification is not required for children under the age of 16 years, a copy of the minor's birth certificate and/or legal documentation showing proof of custody

MUST be on file for any minor child under the age of 18. If a minor under the age of 18 is married to the inmate, they do not need to have a completed Parental/Consent form, instead a copy of the marriage certificate will be required.

- e. Visitors may not be placed on more than one (1) inmate's visiting list unless immediate family.

Any visitor who has visited and who has been taken off the visiting list of an inmate at any institution shall be required to wait one (1) year before being processed to visit another inmate. The Warden may make an exception only if the inmate is immediate family.

- f. Classification inmates who have just arrived to the institution will be allowed to visit with any approved immediate family member they have listed on their Initial Classification Visitation List (CR-2545). Immediate family members will have 60 days to visit while they have a Visitation Application (CR-2152) processed and approved. Visitors are encouraged to turn in an application as soon as possible to avoid any possible visitation problems. A visitation application can take up to 30 days to process. Visitation for Classification inmates will be one (1) hour non-contact until inmate has been assigned a custody level. Non-family members can submit visitation applications

once the inmate has reached their time building facility, or the inmate has been assigned to PSLS. Inmates assigned to PSLS can add two (2) non-family members to their visitation list.

- g. All applications must be updated every two years with current photo and any necessary documentation. When a visitor comes to visit and it is discovered that his/her application is over two years old, they will be informed that they have 30 days to update their application or their visits will be denied.
- h. Inmates who are punitive, pending investigation (PI), pending hearing (PH) or protective services investigation (PSI) will not be allowed to visit.
- i. Inmates placed on transit status will only be allowed visitation after two (2) weeks and may only be visited by immediate family; these visits will be a two (2) non-contact visitation.
- j. Inmates who are assigned to Classification (whether they have been re-classed or not) will only be allowed visits by immediate family. They will be conducted in the Classification visiting area and will be limited to one hour on either Saturday or Sunday not both days.
- k. Inmates classified as close security and housed in the segregation unit will have non-contact visits.
- l. Inmates assigned to Pro-Social Life Skills (PSLS) (Units 24A, 24B, 25A) are permitted to add two non-immediate family members to their visitation list.

3. Any person the Warden determines could have a harmful influence on the inmate and/or may constitute a threat to the security of the institution shall not be approved for visitation.

Visitors with prior felony convictions – only immediate family members may submit a visitor application for approval six (6) months following release from incarceration or placement on probation/community corrections or parole supervision. (A written consent of supervising officer/counselor is required.)

4. Current or former employees of TDOC, TRICOR, or contract agencies (in Tennessee), interns, and practicum students shall not be approved unless they are immediate family members of the inmate.
 - a. If the person's separation from TDOC service was due to a violation of state law, e.g., trafficking in contraband whether or not prosecution occurred, visitation requests will not be considered, even if the employee has become an immediate family member.
 - b. If the person's separation from TDOC service was the result of a violation of Policy #305.03 Employee/Offender Relationships, visitation requests will not be considered, even if the employee has become an immediate family member.
 - c. If a person's separation from TDOC service was voluntary and not due to the events as described above, the individual may submit an application for consideration after forty-eight (48) months from the date of TDOC separation.
 - d. If a person's separation from TDOC service was completely voluntary with no policy violation and the person is currently married to the inmate, visitation

requests shall not be considered for a period of twelve (12) from the date of marriage to the inmate, or for a period of 48 months from the date of TDOC separation. If the former employee worked at the facility where visitation would occur visitation will not be allowed.

- e. Former TDOC employees, on visitation list as of October 1998, shall be allowed to remain on the list.

Immediate family: Mother, father, husband, wife, son/daughter, grandchild, brother, sister, grandmother/father, half-brother/sister, son/daughter-in law, brother/sister-in-law, father/mother-in-law, adoptive parents and step-parents.

Legal Guardian: A person appointed by the court to provide partial or full supervision, protection, and assistance of the minor child, as evidenced by a certified copy of a court order.

ALL VISITING APPLICANTS MAY BE SUBJECT TO A NCIC (National Crime Information Center) CHECK.

SEARCHES

1. All visitors and vehicles are subject to search. Refusal to submit to any type of search shall be sufficient grounds to deny a visit and may result in suspension of visitation privileges. Visitors are responsible for making sure their vehicles are locked and secured. Drug K-9's may be used during vehicle searches.
 - a. Any visitor found to have in their possession drugs, alcohol or weapons may be permanently prohibited from visiting at any TDOC facility. Visitors

having prescription drugs on state property must have the drugs in the prescription bottle or have a copy of the prescription with them. **THIS IS A TOBACCO-FREE FACILITY.**

2. Visitors will be frisk-searched before being allowed admittance into the visiting area.
3. All items in the visitor's possession shall also be searched.
4. Visitors may be randomly searched or searched for probable cause at any time during their visit.
5. Bathrooms must be used at checkpoint prior to being searched. Bathrooms are provided at checkpoint, inside the Visitation Gallery, and outside Visitation area (when open)

All searches shall be in compliance with TDOC Policy #506.06.

APPROPRIATE CLOTHING

1. All visitors shall dress in an appropriate manner.
 - a. Shoes are required for entrance and shall be worn throughout visiting period by all visitors. Flip-flops of any style, shower shoes, house slippers, sock shoes, moccasins, steel-toed shoes, and high heels over 3" are not permitted. (Allowances can be made for infants and those with valid medical conditions; a doctor's note may be required.)
 - b. Halter tops and tank tops are not allowed.
 - c. Sleeveless shirts (sleeve much be 4") and sundresses are not allowed (allowances may be made for children under the age of 10.)

- d. Zip-down shirts, zip-down skirts, wrap-around skirts are not permitted.
- e. Clothing that is transparent or translucent in nature is not allowed.
- f. Clothing exposing a bare chest or midriff is not allowed.
- g. No camouflage attire. (Fabric or a garment dyed in splotches of green, brown, tan, and/or black, so as to make the wearer indistinguishable from the surrounding environment.)
- h. Shorts, skirts and dresses may be worn but can be no shorter than 3 inches about the knee. Any slits in a dress and/or skirt regardless of location cannot exceed three inches above the knee.
- i. Visitors may not wear excessive clothes such as two pairs of pants or an extra shirt under their top layer of clothes.
- j. No spandex or clothing made of spandex material. No hip huggers or low riders will be allowed. No coveralls will be allowed. No sweatpants or tops are allowed.
- k. Clothing must fit properly. No skin-tight clothing or clothing that is worn too small in size. No overly baggy clothing or clothing that is too large in size.
- l. Visitors **MUST** wear underwear. Slips are required when dresses or skirts are worn. No thongs or water bras will be allowed. White undershirts may only be worn as an undergarment.



- m. Bras **MUST NOT** have metal underwire. Only sports bras or bras without metal wire are permitted.
- n. Worn or tattered clothes with holes will not be allowed.
- o. No bandanas, do-rags, or stocking caps will be permitted.
- p. Arts and craft items will not be allowed (this includes jewelry)
- q. Clothes with logos that contain pictures, slogans, or vulgarity, or contain signs or symbols of a Security Threat Group (STG) or any clothing determined by the processing officer to be associated with any STG will not be allowed. The association may be made by color combination, designs, or the manner in which the clothing is worn.
- r. No uniforms or medical scrubs are permitted.
- s. No opened toe shoes are permitted.
- t. Clothing must be worn appropriately throughout visit or the visit may be terminated.
- u. If a visitor is wearing an adult diaper or feminine hygiene product, it must be changed in the presence of visitation staff. (Allowances can be made for those with valid medical conditions; a doctor's note may be required.)

ITEMS PERMITTED PASSED CHECKPOINT**1. Personal property shall be restricted to the following:**

- ❖ Entrance ID
- ❖ One car key
- ❖ One BCCX locker key
- ❖ **Debit card (purchased at checkpoint and used to purchase items in vending machine)
- ❖ No sunglasses unless prescribed by a doctor
- ❖ Prosthesis, artificial limbs (plastic or other substances), and cardiac pacemakers and defibrillators shall be allowed. (Visitors may be required to present doctor's note and are subject to search/inspection.)
- ❖ Crutches, wheelchairs, and walkers shall be allowed. (Visitor may be required to present doctor's note and are subject to search/inspection.)
- ❖ Pagers must have prior approval by the Warden. Pagers must be worn in a conspicuous place and must be in silent/vibrate mode during visits. Visitors will be required to open battery compartment during the search prior to entering the institution and again upon exiting the institution.
- ❖ Jackets may be worn. Gloves, mittens, scarves, leg warmers, muffs, and snow pants are not allowed past checkpoint and must be left in the car.

**Debit cards can be purchased at checkpoint. The first time you purchase the debit card you must use a \$5 bill (\$2 for the cost of the card and the remaining \$3 will be placed on the card). Once you have purchased the card you can place up to a \$50 balance on the card; the machine will take \$1 to \$20 bill (\$2 bills will not work in machine). TDOC is not responsible for any lost or stolen Debit Cards. Any reimbursement of money must be requested through the vendor. Forms are available through Visitation staff.

Inmates who visit non-contact will not be permitted to have food or drinks from the vending machines.

Debit cards cannot be given to the inmate.

2. Visitors with an infant may bring the following into the visitation area:
 - ❖ Two (2) diapers
 - ❖ Baby wipes in clear plastic container
 - ❖ One (1) clear plastic baby feeding bottle
 - ❖ Powder baby formula in clear plastic bag, not to exceed the amount for two (2) feedings.

DENIAL/SUSPENSION OF VISITS

1. Any visitor may be denied entry into visiting area for any reason including but not limited to:
 - a. Refusing or unable to show proper identification.
 - b. Refusing to submit to a search
 - c. Appearing to be under the influence of drugs or alcohol
 - d. Possession of contraband
 - e. Inappropriate dress
 - f. Displaying of Security Threat Group (STG/gang-related) symbols or affiliation.
2. Visits may be terminated by the visitation supervisor; however, less restrictive measures may be used, such as warning the

inmate and/or the visitor(s) or placing inmate and/or visitor in an assigned seat(s).

Example of reasons for warnings or termination of visits include but not limited to:

- a. Inmates or visitors who violate visitation conduct rules.
 - b. Failure by visitors to control their children
 - c. Visitor and inmate engage in unacceptable physical contact.
3. Visiting privileges may be suspended for up to six (6) months by the Warden if:
- a. Upon reviewing a denial/termination, he/she feels it is warranted.
 - b. During the visit, it becomes apparent the visitor and/or inmate have become intoxicated.
 - c. Visitor and/or inmate repeatedly violate visiting rules.
 - d. Visitor continually fails to control children.
 - e. Visitor will not, after a verbal warning, refrain from unacceptable physical contact.
 - f. Visitor refuses a frisk-search (or strip search if with good cause).

4. Physical contact shall be restricted to a brief embrace and kiss at the beginning and end of each visit. Inmates and visitors shall not engage in undue physical contact, i.e., caressing, kissing, lap-sitting, entwining of the legs, etc. Open-mouth kissing is not allowed. Holding hands during a visit is permissible.

CHILDREN IN VISITATION

1. Children shall be kept under the constant supervision of the custodial parent, legal guardian or approved escort listed on the Parental Consent/Release form at all times.
 - a. Children shall be accompanied to play areas, restrooms and any other area outside the immediate area in which the visit is being conducted by the custodial parent, legal guardian or approved escort listed on the Parental Consent/Release form, not the inmate.
 - b. Children shall be escorted from the checkpoint area to parking lot and vice versa by the custodial parent, legal guardian or approved escort listed on the Parental Consent/Release form.
 - c. Children shall not be allowed to remain in vehicles unattended.
 - d. Children shall not be allowed to play or interact with any inmate not being visited by said child/children and/or adults accompanying said child/children. No inmate shall be allowed to play with, carry or hold any child/children belonging to other inmates or visitors and not belonging to the particular inmate or his personal visitor(s).



- e. Children are not permitted to run, wrestle, crawl on floor, or climb on chairs, windows sills, bookshelves or tables.
- f. No toys, books games, movies, or crayons will be permitted to leave the playroom area.
- g. No throwing or breaking toys.
- h. No writing on walls, tables, chairs, or floors,
- i. Boisterous, disruptive behavior or failure to follow visitation rules shall be sufficient grounds for termination of a visit.
- j. Diapers or soled clothing must be changed in the visitation bathroom not in the visiting gallery or in the children's playroom.
- k. **ANY DISCIPLINE OF CHILD AND/OR CHILDREN SHALL BE VERBAL ONLY AND BE IMPSED ONLY BY THE ACCOMPANYING ADULT VISITOR WHO IS CUSTODIAL PARENT/LEGAL GUARDIAN OR APPROVED ESCORT LISTED ON THE PARENTAL CONSENT/RELEASE FORM.**

OUTSIDE VISTATION

The outside visitation area has been established as a privilege for inmates and visitors. Failure to follow the outside visitation rules will result in a loss of outside privileges.

1. The outside visitation gallery is open to population inmates only. Classification, Maximum Security, Close, or inmates on non-contact or restricted visitation will not be allowed in the outside visiting area.

2. The outside visiting will be allowed to all inmates who remain disciplinary free. The following applies to restrictions are being placed to give an incentive to those inmate who do not break the rules and stay disciplinary free.

The following suspension will apply to the outside visitation area if an inmate receives a disciplinary infraction:

- ❖ Class A – six (6) month suspension
- ❖ Class B – four (4) month suspension
- ❖ Class C – one (1) month suspension

If an inmate who is on outside visitation suspension is found in the outside visitation area, the inmate will be charged with defiance and lose all visiting privileges for thirty (30) days.

3. Inmates may visit in the outside visiting area both Saturday and Sunday during April 1st through October 1st as long as space is available. Outside visitation is not open for Wednesday night visitation.
4. Only food from the visitation vending machines are permitted in the outside visitation area. Visitors are not permitted to bring in any food through checkpoint.
5. Inmates/Visitors are not permitted to be touch, linger, or be near the fence.
6. The institution retains the right to close the outside visitation area as deemed appropriate by the Shift Supervisor due to weather, staff shortages, emergencies, etc.

DIRECTIONS

From Nashville: Take I-40 East to Exit 322 (Peavine Road). Turn right and go to the 4-way stop. Continue straight on Highway 392 (Miller By-pass) for approximately four (4) miles. At the second traffic light (Junction Highway 101), turn left onto Highway 101 (Lantana Road). Proceed down Highway 101 until you reach the stop sign (approx. 25 miles from Crossville). Turn right onto Highway 285 and follow the signs to the facility.

From Knoxville: Take I-40 West to Exit 322 (Peavine Road). Turn left and go to the 4-way stop. Continue straight through on Highway 392 (Miller By-pass) for approximately four (4) miles. At the 2nd traffic light (Junction Highway 101) and turn left onto Highway 101 (Lantana Road). Proceed down Highway 101 until you reach the stop sign (approx. 25 miles from Crossville). Turn right onto Highway 285 and follow the signs to the facility.

From Chattanooga: Take Highway 27 North until you reach the junction of Highway 111. Veer left onto 111 and travel approximately 20 miles until you reach the junction of Highway 127. Turn right onto Highway 127 and proceed north until you reach the junction of Highway 30 (You will go through the town of Pikeville.). Turn left onto Highway 30. Once you reach the top of the mountain, you will proceed approximately seven (7) miles until you reach the junction of Highway 101. Turn right onto Highway 101 and follow this road (do not turn) until you reach the sign for the facility.

TAXI PHONE NUMBERS

Crossville

Cumberland County Cab Service
1775 Pomona Road
Crossville, TN 38571
931-459-2173

Cookeville, TN

College Taxi Cab
930 Humble Drive
Cookeville, TN 38504
931-372-7588

Chattanooga, TN

Chattanooga Checker Taxi Cab
4312 Rossville Boulevard
Chattanooga, TN 37407
423-553-1598

McMinnville, TN

Lisa's Taxi Service
103 Grundy Street
McMinnville, TN 37110
931-474-8294

PRISON RAPE ELIMINATION ACT (PREA)
INMATE/STAFF MISCONDUCT

It is the policy of the Tennessee Department of Corrections (TDOC) to provide a safe, humane, and appropriately secure environment, free from threat of sexual abuse and sexual harassment for all inmates, by maintain a program of prevention, detection, response, investigation, and tracking of all alleged and substantiated sexual assaults. TDOC has zero tolerance for incidences of sexual abuse and sexual harassment within the facilities.

Inmates who have information involving PREA activity of any type may report this information by leaving a voice message using the Inmate Telephone System (ITS). To leave a message using the ITS, dial "1" for English when prompted, then dial "*9222#" and record your message. The ITS system will not identify you by PIN number, and you may remain anonymous.

Sexual assault and sexual harassment will not be tolerated and those who engage in such conduct will be dealt with appropriately, including use of the disciplinary process as well as referral for criminal prosecution. Incidents of sexual assault shall be reported to any staff member up to and including the Warden or the designated Prison Rape Elimination Act (PREA) coordinator, the Associate Warden of Treatment.

Following a report of sexual abuse/sexual harassment the Department shall monitor the conduct and treatment of inmates who reported the sexual abuse/sexual harassment for any changes that might suggest possible retaliation.

Inmates who enter TDOC as sex offenders or inmates identified as sexual Aggressors will be advised of the sex offender treatment/programming eligibility requirements by the counseling or mental health staff.

Staff/Inmate Misconduct: No relationship is permitted between an offender and a staff member other than a strictly professional relationship. Fraternization, business transactions, favors, contraband, social associations, romance, and friendships are prohibited. Inmates who have information involving criminal activity of any type may report this information by leaving a voice message using the Inmate Telephone System (ITS). To leave a message using the ITS, dial "1" for English when prompted, then dial "*9111#" and record your message. The ITS system will not identify you by PIN number, and you may remain anonymous.

Sexual contact of any nature between an offender and a staff member is prohibited and punishable by Tennessee law and TDOC policy. A sexual relationship between an offender and a TDOC employee is never consensual and is always unacceptable. TDOC has zero tolerance for incidences of sexual abuse/sexual harassment within its facilities.

Sexual misconduct includes but is not limited to the following:

- Sexual intercourse or oral sex
- Sexual abuse, harassment, or obscenity
- Contact of a sexual nature including kissing or touching
- Conversations or correspondence of a romantic or sexual nature
- Any behavior intended for the sexual gratification of the subject.

Individuals wishing to report criminal activity in writing may direct correspondence to Director of Investigations and Compliance, 100 Bomar Boulevard, Nashville, TN 37209.

The Avalon Center of Crossville has a Memorandum of Understanding with the Bledsoe County Correctional Complex to provide confidential crisis counseling to victims suffering from sexual assault.

Their mailing address is:

**The Avalon Center
P.O. Box 3063
Crossville, TN 38557**

The Avalon Center can be reached by calling ***9555#** from the Inmate Phone System or by calling **1-800-641-3434** from outside the prison.



DISCRIMINATION IS PROHIBITED

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 REQUIRES THAT FEDERALLY ASSISTED PROGRAMS BE FREE OF DISCRIMINATION. THE TENNESSEE DEPARTMENT OF CORRECTION ALSO REQUIRES THAT ITS ACTIVITIES BE CONDUCTED WITHOUT REGARD TO RACE, COLOR, OR NATIONAL ORIGIN.

Prohibited Practices Include:

- Denying or failing to provide services or providing inferior, separate, or different services to individuals based on race, color, or national origin.
- Segregating or restricting individuals in any way related to the receipt of services or benefits on the basis of race, color, or national origin.
- Requiring different standards or conditions for acceptance into programs based on race, color, or national origin.
- Permitting discriminatory activity in this facility on the basis of race, color, or national origin. Examples of practices which, if based on race, color, or national origin, would be discriminatory include.
 - Work, education, treatment, or other program assignments.
 - Drug testing of convicted felons.
 - Restricting cell/bed or institutional assignments.
 - Inmate job compensation levels.
 - Disciplinary actions or sanctions.

Should you feel you have been discriminated against, the following avenues are available to address your concerns.

- **Offenders in TDOC custody** should utilize the inmate grievance process. Grievance forms are available in all housing units and in other locations indicated in the offender handbook. TDOC policy 501.01, available in inmate libraries, outlines the time frames and appeal process for Title VI grievances.
- **Visitors and other individuals** should contact the local Title VI site coordinator by letter or telephone. No special forms are required to file a Title VI complaint.

Name: Insert AWT Name Title: Title VI Coordinator

Address: Insert Address City/St: Insert City and State

Phone #: Insert Phone Number Fax #: Insert Fax

- **Any individual may file a Title VI complaint with the below listed entities. It is preferable that complaints be registered at the local level first.**

TN HUMAN RIGHTS COMMISSION
Office TITLE VI COMPLIANCE PROGRAM
312 Rosa L. Parks Ave. 23rd Floor
Nashville, Tennessee 37243-1102
Phone Number: 615-741-5825 or Fax 615253-1886

U.S. DEPARTMENT OF JUSTICE
CIVIL RIGHTS DIVISION
Federal Coordination and Compliance
Section, NWB
950 Pennsylvania Avenue, N.W.
Washington, DC 20530
888-848-5306 (Toll-free voice)



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